

Best Practices for Self-Assessment

A best practice is a method that has been shown to give high-quality results. These best practices can help you design and conduct an effective Self-Assessment process. It is wise to hear the advice of others who have tried something before you. It does not prohibit you from “taking your own path,” and there are typically some useful best practices you can adopt.

Keep these best practices in mind during your journey through Self-Assessment:

- Self-Assessment occurs **once annually**.
- The best time to begin Self-Assessment is **when you have a full set of program-year data**.
- Self-Assessment teams are **made up of management and staff members with a good mix of outside members**.
- Self-Assessment team members will need **inquiry skills, group processing skills, data analysis techniques, and at times, facilitation skills**.
- The Self-Assessment team analyzes ongoing monitoring results and **reviews multi-year data**.
- Self-Assessment should include a focus on health and safety and on school readiness every year.
- Recommendations from your Self-Assessment process should help you answer the question, **“How can we get even better at what we do?”**

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